## Conduct and Procedures to Follow During a Zoom Hearing

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Unless otherwise instructed, parties appearing before the court must wear business casual attire.

Be aware of your visual appearance, during the hearing you may be visible to the Court and all other Panelists and Attendees.

Avoid running any unnecessary applications besides Zoom, to conserve your device's processing power and networking capability.

Avoid using a mobile device. Although tablets (iPads) and smartphones can be used they are limited, and the performance is inferior.

Avoid using real or simulated backgrounds with distracting colors or images.

Avoid heavy backlighting and any lighting that overly darkens or lightens your screen image.

Avoid poor camera positioning. Try to frame yourself so you take up most the screen, at eye level.

Look into the camera.

Pay attention to what is happening during the hearing.

Avoid excessive movement to avoid distracting others.

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